

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Management Staff

DATE:

FROM : Director of Security

SUBJECT: Staff Study Employee Identification Records -
Proposed Change in Switchboard Operations

1. I have reviewed the attached memorandum and annexes there-
to concerning a proposal to transfer to this Office certain responsi-
bilities with respect to the after-hours handling of telephonic
inquiries for information on home telephone numbers of semi-covert
personnel. I concur, in general, with the recommendations made in
the attached memorandum.

2. In implementing the proposed procedure, I recommend the
following actions:

a. Publication of an Agency notice calling attention
to the provisions of Agency Regulation ☐ and es-
pecially to the necessity, from a security standpoint,
of submitting changes in locator information. OK 25X1

b. Publication of an Agency notice to the effect that
after hours only certain designated "key officials" are
authorized to request and receive information on home
telephone numbers or addresses of semi-covert personnel.
The notice should request each office concerned to forward
to the Security Office a list of the key officials
selected in each office. The notice should point out
that the key officials would be required to identify
themselves by name and badge number upon calling for
information. OK

c. Pink cards, now included in the locator file used by
the telephone operators, should be removed and their file
maintained only on category 1 and 2 personnel. Withdrawn

d. Badge data, such as serial number and secret number,
not to be shown on any card or in any file not under the
control of the Security Office. OK

e. Security violations not to be automatically charged
for failure to submit changes in locator information.
Dereliction in this matter should be handled by adminis-
trative action, with a security violation charged only
if the circumstances warrant such action. OK

Document No.

NO CHANGE IN CLASS.

Date: 2 Feb 78

f. The procedure to be followed after hours should not be limited to calls originating outside the Agency but should also include calls from within the Agency. *ok*

3. It is believed the Central Cover Division, DD/P, would be interested in reviewing the procedure recommended in the attachment. *me*

4. I have designated Mr. [redacted] of my office to coordinate this matter with representatives of your staff and other interested offices. Upon approval of the plan by the Deputy Director (Support), they will be available at your convenience to work out the details involved in effecting the transfer of responsibility to this office.

25X1

[redacted]
Sheffield Edwards

25X1

Attachment